



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**STATEWIDE WEEKLY VACANCY REPORT**

Start Date

08/08/2016

Date Down

08/17/2016

In compliance with West Virginia Code, Chapter 29, Article 6, Section 24, the attached job vacancy announcements are hereby posted.

MOTOR VEHICLES  
 PUBLIC TRANSIT  
 STATE RAIL AUTHORITY  
 TRANSPORTATION  
 OFFICE ADMIN HEARING  
 PUBLIC PORT AUTHORITY  
 AERONAUTICS

✓

HIGHWAY DISTRICTS

ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE	TEN
✓		✓	✓	✓		✓			✓

EXECUTIVE  
 OFFICE SERVICES  
 FINANCE  
 EQUAL EMPLOYMENT  
 ENGINEERING  
 RIGHT OF WAY  
 INFORMATION SERVICES  
 MAINTENANCE  
 EQUIPMENT  
 CONTRACT ADMINISTRATION  
 LEGAL  
 HUMAN RESOURCES  
 TRAFFIC ENGINEERING  
 COMMUNICATIONS  
 PROGRAMMING  
 PLANNING  
 AUDITING  
 MATERIALS CONTROL, SOILS AND TESTING

✓
✓
✓
✓

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DT1700005

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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
MOUNDSVILLE REGIONAL OFFICE  
MARSHALL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS PUBLIC CONTACT WORK INVOLVING THE PROCESSING, RECORDING, AND ISSUANCE OF DRIVERS' LICENSES, VEHICLE REGISTRATIONS, VEHICLE TITLES, AND RELATED DOCUMENTS. EXPLAIN FORMS, FEES, TAXES, AND OTHER CHARGES. COMMUNICATE TO CUSTOMERS KNOWLEDGE AND INTERPRETATION OF MOTOR VEHICLE LAW, POLICY, AND PROCEDURE. PERFORM CASHIER TRANSACTIONS. ADMINISTER LEARNERS PERMIT, MOTORCYCLE, OPERATORS, COMMERCIAL DRIVERS, AND VISION TESTS. TAKE PHOTOGRAPHS. REGISTER VOTERS. CONDUCT DRIVER CLINIC INTERVIEWS. REFERS COMPLEX, UNUSUAL, OR HOSTILE SITUATIONS TO MANAGEMENT STAFF. PERFORM RELATED DUTIES AS NEEDED. A VALID DRIVER'S LICENSE IS REQUIRED. APPLICANTS SUBJECT TO FINGERPRINTING AND BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BOOKKEEPING, CASHIERING OR RELATED PUBLIC CONTACT WORK.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR BONDING.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: AUGUST 17, 2016

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TO APPLY:        SEND DIVISION OF PERSONNEL APPLICATION TO:  
                 LINDA ELLIS  
                 DIV OF MOTOR VEHICLES  
                 5707 MACCORKLE AVENUE, SE  
                 SUITE 200  
                 CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1700005 ON APPLICATION

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DT1701111

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ACCOUNTING TECHNICIAN IV  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FINANCE & ADMINISTRATION DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ACCTEC4 - UNDER GENERAL SUPERVISION, THIS POSITION IS ASSIGNED TO THE DEPARTMENT OF TRANSPORTATION'S FINANCE AND ADMINISTRATION DIVISION ACCOUNTS RECEIVABLE UNIT. THIS POSITION IS RESPONSIBLE FOR THE REVIEW, AUDIT AND PROCESSING OF ALL DEPARTMENT OF TRANSPORTATION (DOT) ACCOUNTS RECEIVABLE TRANSACTIONS. UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL THIS POSITION IS RESPONSIBLE FOR PROCESSING ACCOUNTS RECEIVABLE DEPOSITS HANDLED BY THE DOT FINANCE AND ADMINISTRATION, ACCOUNTS RECEIVABLE SECTION. DUTIES INCLUDE, BUT NOT LIMITED TO: CLASSIFY, SORT AND CODE DEPARTMENT OF TRANSPORTATION RECEIVABLE UTILIZING ELECTRONIC SPREADSHEET APPLICATIONS AND VARIOUS DOCUMENTATION REQUIRED TO ACCURATELY ACCOUNT AND REPORT FUNDS RECEIVED; ASSIST IN THE PROCESS OF THE STATE TREASURY DAILY LOCKBOX RECEIVABLE; PREPARATION AND PROCESSING OF A/R ACCOUNTING JOURNAL ENTRIES; REVIEWS AND BALANCES DAILY CHECK LOG AND INVOICES FOR ACCURACY; PERFORM POSTING OF DOT DEPOSITS USING THE FINANCIAL PRODUCTION WITHIN WVOASIS. THESE DEPOSITS INCLUDE INVOICE DEPOSITS, NON- INVOICE DEPOSITS, INTERNAL PAYMENTS (IET) AND ONE WAY DEPOSITS FROM THE TEN DIFFERENT DISTRICTS WITHIN THE STATE; DAILY REVIEW OF WVOASIS DATA FOR WEIGHT ENFORCEMENT AND COAL RECOVERY DEPOSITS TO THE AGENCY WHICH MUST BE RECORDED IN THE DOT REMIS ACCOUNTING SYSTEM. WEEKLY REVIEW OF WVOASIS BUSINESS INTELLIGENCE PRODUCTION CASH RECEIPTS JOURNAL TO ACCURATELY PROCESS IET PAYMENT. CONDUCTS A MONTHLY REVIEW OF WVOASIS IET PAYMENT TO MATCH WEEKLY CASH RECEIPTS JOURNAL. RELATED A/R DUTIES AS REQUIRED. THE SUCCESSFUL APPLICANT MUST BE DEPENDABLE, DETAIL ORIENTED, WELL ORGANIZED AND ABLE TO WORK WITH OTHERS AS A TEAM

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MEMBER, CUSTOMER SERVICE ORIENTED, AND POSSESS PROBLEM SOLVING SKILLS. KNOWLEDGE OF ACCESS DATA BASE, WORD, EXCEL A MUST, REMIS AND WVOASIS IS DESIRABLE. CANDIDATE MUST POSSESS A VALID WV DRIVER'S LICENSE.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID BOOKKEEPING, ACCOUNTING, OR RELATED EXPERIENCE.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF COLLEGE-LEVEL ACCOUNTING COURSES FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED AT THE RATE OF THREE SEMESTER HOURS EQUALS SIX MONTHS EXPERIENCE; OR  
SUCCESSFUL COMPLETION OF RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED FOR THE EXPERIENCE THROUGH AN ESTABLISHED FORMULA.

SALARY: PAY GRADE 009 \$22,584.00 - \$41,784.00

DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
KEITH CHAPMAN  
FINANCE & ADMINISTRATION DIVISION, ACTING DIRECTOR  
1900 KANAWHA BLVD., EAST  
BLDG 5 ROOM A-237  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1701111 ON APPLICATION

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INTELL TRANSP FUS CTR OPER  
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
TRAFFIC ENGINEERING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ITFCO - UNDER GENERAL SUPERVISION, AT FULL PERFORMANCE LEVEL, AN EMPLOYEE IN THIS CLASSIFICATION WORKS IN AN INTELLIGENT TRANSPORTATION FUSION CENTER UNDER THE ITFC SUPERVISOR IN THE DOT. WORK INVOLVES TRAFFIC SYSTEMS CONTROL, INCIDENT/CONGESTION MANAGEMENT, AND COMMUNICATIONS. EMPLOYEES OPERATE STATE OF THE ART COMPUTERIZED TRAFFIC MANAGEMENT WORK STATIONS DESIGNED TO FACILITATE TRAFFIC FLOW AND MINIMIZE CONGESTION. EMPLOYEES UNDERGO TRAINING AND ARE ASSIGNED PROGRESSIVELY RESPONSIBLE DUTIES IN THE AREAS OF TRAFFIC DETECTION MONITORING, PROGRAMMING MOTORIST INFORMATION SYSTEMS, ASSESSING INCIDENT SCENES, AND OPERATING RADIO COMMUNICATIONS SYSTEMS. EMPLOYEES PERFORM A VARIETY OF CLERICAL, TECHNICAL TASKS AND OTHER RELATED DUTIES. REQUIRED TO WORK ROTATING SHIFTS (EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS). IN THE EVENT OF EMERGENCY HIGHWAY CONDITIONS, EMPLOYEES ARE SUBJECT TO CALL BACK DURING SCHEDULED OFF HOURS MAY BE REQUIRED TO WORK AND/OR RELOCATE TO THE AUXILIARY INTELLIGENT TRANSPORTATION MANAGEMENT CENTER IN HUNTINGTON ON AN EMERGENCY OR TEMPORARY BASIS. PERFORMS RELATED WORK AS REQUIRED MAY BE ASSIGNED AS NEEDED TO RELIEF SHIFTS AT THE DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT DURING PERIODS OF HEIGHTENED SECURITY OR DURING EMERGENCY OPERATIONS. ABILITY TO SPEAK CLEARLY, GOOD COMMUNICATION SKILLS AND TELEPHONE ETIQUETTE REQUIRED. MUST BE ABLE TO READ, UNDERSTAND AND INTERPRET OFFICE PROCEDURES, AND RULES AND REGULATIONS. COMPUTER SKILLS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.

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EXPERIENCE: ONE YEAR OF FULL-TIME PAID  
EXPERIENCE AS AN EMERGENCY TELECOMMUNICATOR OR  
EQUIVALENT EXPERIENCE IN AN ELECTRONIC TRAFFIC  
MANAGEMENT CENTER ENVIRONMENT OR TWO YEARS OF  
EXPERIENCE IN RADIO COMMUNICATIONS/DISPATCHING,  
TELEPHONE CUSTOMER SERVICE WORK, INFORMATION  
SYSTEM HELP DESK WORK, OR TELEMARKETING.  
SPECIAL REQUIREMENT: (1) APPLICANTS MAY BE SUBJECT  
TO A BACKGROUND CHECK WHICH MAY IMPACT EMPLOYMENT.  
(2) A HISTORY OF ARREST OR CONVICTION IS NOT AN  
AUTOMATIC DISQUALIFICATION TO EMPLOYMENT. (3)  
EMPLOYEES IN THIS CLASSIFICATION ARE CONSIDERED  
"ESSENTIAL EMPLOYEES" AND MAY BE REQUIRED TO SIGN  
AND AGREE TO ALL POLICIES AND PROCEDURES RELATING  
TO "ESSENTIAL EMPLOYEE" STATUS. (4) EMPLOYEE MAY  
BE REQUIRED TO SUBMIT TO A DRUG AND/OR ALCOHOL  
TEST AT ANY TIME AS DEFINED BY THE DEPARTMENT  
OF PERSONNEL POLICIES. (5) A VALID WEST VIRGINIA  
DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 008 \$21,504.00 - \$39,792.00  
DEADLINE: AUGUST 17, 2016  
TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
CINDY CRAMER  
WVDOH - TRAFFIC ENGINEERING DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-550  
CHARLESTON, WV 25305

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OFFICE ASSISTANT III  
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
COMMUNICATIONS DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OFASST3 - UNDER GENERAL SUPERVISION, THESE POSITION ARE ASSIGNED TO THE OFFICE OF COMMUNICATION CITIZENS REQUEST FOR ASSISTANCE SECTION. JOB DUTIES WILL CONSIST OF ANSWERING PHONES, COMPOSING AND TYPING A VARIETY OF CORRESPONDENCES, MEMOS, FILING, ETC. WILL ALSO BE RESPONSIBLE FOR THE DEVELOPMENT AND MAINTENANCE OF A CITIZENS REQUEST MONTHLY REPORTS, CREATE DATABASE AND ENTER INFORMATION, WHICH WILL ALSO INCLUDE KEEPING ALL CITIZENS ASSISTANCE CALLS IN A CURRENT STATUS FILING SYSTEM. APPLICANTS WILL NEED TO KNOW HOW TO GIVE INTERPRETATIONS AND EXPLAIN ANY AND ALL DOH POLICIES AND PROCEDURES, RULES AND REGULATIONS THAT DEAL WITH MAINTENANCE ISSUES AND BE FAMILIAR WITH WVDOT SNOW AND ICE REMOVAL (SRIC). MUST HAVE GOOD COMMUNICATIONS SKILLS AND BE ABLE TO WORK WITH A WIDE VARIETY OF PEOPLE INCLUDING OTHER STATE AND LOCAL GOVERNMENTAL AGENCIES, DOH EMPLOYEES AND MEMBERS OF THE GENERAL PUBLIC. MUST BE KNOWLEDGEABLE/PROFICIENT IN MICROSOFT WORD, ACCESS AND EXCEL. MUST HAVE GOOD WRITTEN AND VERBAL COMMUNICATION SKILLS AND ALSO POSSESS PATIENCE AND UNDERSTANDING WHEN DEALING WITH CITIZENS ON A DAILY BASIS OR WHILE VISITING THE OFFICE AND OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING ROUTINE OFFICE WORK.  
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.



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SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
BRENT WALKER  
WVDOT - OFFICE OF COMMUNICATIONS  
1900 KANAWHA BLVD., EAST  
BLDG 5, ROOM 137  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1701113 ON APPLICATION

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GEOGRAPHIC INFO SYSTEM PROGRAMMER ANALYST I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
PLANNING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: GISPAN1 - UNDER GENERAL SUPERVISION, AT THE ENTRY LEVEL, THE INCUMBENT PERFORM TECHNICAL WORK IN LINEAR REFERENCING SYSTEM (LRS) AND GEOGRAPHIC INFORMATION SYSTEMS (GIS). WORK INVOLVES MAINTENANCE OF WEST VIRGINIA DEPARTMENT OF TRANSPORTATION LRS ROAD NETWORK DATA AND ITS DOCUMENTATION, DEVELOPMENT AND ENFORCEMENT OF LRS QA/QC STANDARDS, LRS DATA COLLECTION AND CLEAN UP, MAP PRODUCTION AND OPERATION OF LRS OR GIS SOFTWARE WITHIN THE CONTEXT OF PROGRAMS AND POLICY DIRECTIVES. WORK ALSO INCLUDES TROUBLE SHOOTING, CUSTOMER SUPPORT AND OTHER LRS OR GIS RELATED ACTIVITIES. THE INCUMBENT WILL PERFORM RELATED WORK AS REQUIRED. THE INCUMBENT MAY BACK UP SENIOR STAFF.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE, INCLUDING SIX SEMESTER HOURS IN COMPUTER SCIENCE OR GIS FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO THOSE WITH DEGREES IN GEOGRAPHY, CARTOGRAPHY, GEOLOGY, FORESTRY, NATURAL OR EARTH SCIENCES, ENVIRONMENTAL SCIENCES, ENGINEERING, ENGINEERING TECHNOLOGY, MATHEMATICS, COMPUTER SCIENCE, PLANNING OR A RELATED FIELD.  
SUBSTITUTION: A PROFESSIONAL DIPLOMA FROM NATIONAL GEOSPATIAL-INTELLIGENCE COLLEGE OF THE NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY MAY SUBSTITUTE FOR THE TRAINING.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: AUGUST 17, 2016

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
RICHARD WARNER, P.E.  
WVDOH - PLANNING DIVISION  
CAPITOL COMPLEX  
BLDG 5 ROOM A-450  
CHARLESTON, WV 25305

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HIGHWAY ADMINISTRATOR II

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT ONE  
DISTRICT 1 MAINTENANCE  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM2 - THE EMPLOYEE IN THIS POSITION WILL PERFORM DUTIES AT THE FULL PERFORMANCE LEVEL BY ADMINISTERING THE HIGHWAY MAINTENANCE OPERATIONS IN THE ST. ALBANS HEADQUARTERS IN ACCORDANCE WITH ESTABLISHED PROCEDURES AND POLICIES OF THE DIVISION, NATIONAL HIGHWAY STANDARDS, AND LEGAL REQUIREMENTS SET FORTH BY REGULATORY AGENCIES SUCH AS THE U.S. ENVIRONMENTAL PROTECTION AGENCY, THE WEST VIRGINIA DIVISIONS OF ENVIRONMENTAL PROTECTION AND NATURAL RESOURCES, THE U.S. ARMY CORPS OF ENGINEERS AND THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE. THIS EMPLOYEE WILL DIRECT AND IMPLEMENT A SCHEDULED HIGHWAY MAINTENANCE PROGRAM WITHIN OPERATING ANNUAL BUDGET, ENSURE MAXIMUM UTILIZATION OF EQUIPMENT, PERSONNEL AND MATERIALS, SCHEDULE WEEKLY MAINTENANCE ACTIVITIES, WORK CREW ASSIGNMENTS, EQUIPMENT AND MATERIALS, SUPERVISE SUBORDINATE STAFF, RESPOND AND RESOLVE CITIZENS OR EMPLOYEE COMPLAINTS, MAY APPEAR AS WITNESS FOR DIVISION IN LEGAL MATTERS, PREPARE PROJECTED BUDGET, ATTEND SAFETY MEETINGS AND MANAGEMENT CONFERENCES, PLAN AND IMPLEMENT SRIC PROGRAM AND PERFORM RELATED DUTIES AS REQUIRED. A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN ENGINEERING, BUSINESS OR PUBLIC ADMINISTRATION, OR RELATED FIELD.  
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR FOR YEAR BASIS.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT

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PART-TIME PAID PROFESSIONAL OR MANAGERIAL  
EXPERIENCE IN BUSINESS ADMINISTRATION, PUBLIC  
ADMINISTRATION, TRANSPORTATION, CONSTRUCTION,  
MANUFACTURING, MINING OR THE ARMED SERVICES.  
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE  
IS REQUIRED.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
AARON GILLISPIE  
WVDOH - DISTRICT ONE  
1340 SMITH STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DT1600144 ON APPLICATION

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HIGHWAY ENGINEER ASSOCIATE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 MAINTENANCE  
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGAS - UNDER GENERAL SUPERVISION, THE ASSISTANT DISTRICT ENGINEER - MAINTENANCE, APPLICANT WILL PERFORM PROFESSIONAL-LEVEL ENGINEERING AND MANAGERIAL WORK AS THE OFFICE ENGINEER/MANAGER. PROVIDES TECHNICAL AND PROFESSIONAL ASSISTANCE TO THE DESIGN ENGINEER, TRAFFIC ENGINEER, MAINTENANCE ASSISTANT AND/OR COUNTY MAINTENANCE ORGANIZATIONS, AS NEEDED. WILL PROVIDE IMMEDIATE SUPERVISION TO THE PERMITS AND OIL AND GAS SECTIONS. MUST HAVE KNOWLEDGE OF ENGINEERING PRACTICES, PRINCIPALS AND OPERATIONAL ASPECTS OF THE DIVISION OF HIGHWAYS. SHOULD BE FAMILIAR WITH AND/OR HAVE THE ABILITY TO LEARN GIS SYSTEM. WILL PERFORM OTHER ASSIGNED DUTIES AS REQUIRED. MUST HAVE VALID DRIVER'S LICENSE.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.

SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DT1700305 ON APPLICATION

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HIGHWAY ENGINEER  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 MAINTENANCE  
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGR - UNDER LIMITED SUPERVISION, TO SERVE AS ASSISTANT DISTRICT ENGINEER FOR MAINTENANCE. RESPONSIBLE FOR ALL MAINTENANCE OPERATIONS WITHIN THE DISTRICT, INCLUDING SUPERVISION OF COUNTY MAINTENANCE FUNCTIONS, TRAFFIC ENGINEERING ACTIVITIES, AND ENGINEERING DESIGN WORK. ALSO RESPONSIBLE FOR ALL ADMINISTRATIVE/SUPERVISOR TASKS RELATIVE TO MANAGEMENT OF SUBORDINATE PERSONNEL. PROVIDE REPORTS AND RECOMMENDATIONS TO THE DISTRICT ENGINEER/MANAGER. THIS POSITION REQUIRE TRAVEL OR MAY BE REQUIRED TRAVEL THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED. PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.  
EXPERIENCE: SEVEN YEARS OF PROFESSIONAL HIGHWAY ENGINEERING EXPERIENCE INVOLVING THE DESIGN, CONSTRUCTION, OR MAINTENANCE OF HIGHWAYS.  
NOTE: THE EXPERIENCE MAY HAVE BEEN ACQUIRED AFTER THE BACHELOR'S DEGREE BUT MAY HAVE OCURRED BEFORE OR AFTER REGISTRATION AS A PROFESSIONAL ENGINEER.  
SUBSTITUTION: MASTER'S OF SCIENCE DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE. NON-HIGHWAY PROFESSIONAL ENGINEERING EXPERIENCE MAY BE SUBSTITUTED FOR THE HIGHWAY ENGINEERING EXPERIENCE AT THE RATE OF TWO YEARS OF GENERAL EXPERIENCE FOR ONE YEAR OF HIGHWAY RELATED EXPERIENCE.

SALARY: PAY GRADE 023 \$50,676.00 - \$93,756.00

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DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DT1700307 ON APPLICATION



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TRANSPORTATION WORKER 3

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
PRESTON COUNTY HEADQUARTERS  
PRESTON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3MECH  
PERFORMS A FULL RANGE OF MAINTENANCE, REPAIR ON  
DIESEL AND GASOLINE ENGINES AND COMPONENTS ON  
HIGHWAY MAINTENANCE EQUIPMENT. PERFORMS  
PREVENTIVE MAINTENANCE ON A FULL RANGE OF  
EQUIPMENT AND VEHICLES. GO OUT ON ROAD CALLS  
AND WILL BE EXPOSED TO HAZARDOUS WORK  
CONDITIONS AND INCLEMENT WEATHER. CDL'S  
WILL BE REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT.  
PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE  
BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION  
OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK  
OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN  
HEATING, VENTILATION AND COOLING; (OR) TWO YEARS  
OF FULL-TIME OR EQUIVALENT PART-TIME PAID  
EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL  
CONSTRUCTION;  
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-  
TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS  
DRILLING OR SURFACE MINING REQUIRING THE OPERATION  
OF DRILLING EQUIPMENT OR AUGER;  
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-  
BRIDGE MAINTENANCE WORKER.  
CREW CHIEF ONLY: THREE YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE IN HIGHWAY  
CONSTRUCTION OR HIGHWAY MAINTENANCE, OR BRIDGE OR  
STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN  
APPROVED VOCATIONAL SCHOOL PROGRAM IN  
AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS

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MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
RAY URSE  
WVDOH - DISTRICT FOUR  
PO BOX 4220  
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DT1600459 ON APPLICATION

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 5  
DISTRICT FIVE EXPRESSWAY - RTE. 9 340  
JEFFERSON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, OPERATES A VARIETY OF MEDIUM-SIZED MOTORIZED EQUIPMENT USED IN THE MAINTENANCE AND REPAIR OF EXPRESS HIGHWAYS. MAY OPERATE FRONT END LOADER, TANDEM AXLE TRUCK, MOWER, AND SNOWPLOW. PERFORMS GENERAL LABOR TASKS INCLUDING: CUTTING BRUSH, FLAGGING, SHOVELING AND REMOVING DEBRIS AND ROAD KILL FROM ROADWAYS AND SHOULDERS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.

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SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
J. LEE THORNE  
WVDOH - DISTRICT FIVE  
US 50 - PO BOX 99  
BURLINGTON, WV 26710

PLEASE INCLUDE POSTING NUMBER DT1700501 ON APPLICATION

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TRANSPORTATION CREW SUPERVISOR II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 5  
I-81, SECTION 1 HEADQUARTERS  
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRCRSV2 - UNDER LIMITED SUPERVISION, SUPERVISES INTERSTATE 81 MAINTENANCE FACILITY ORGANIZATION. SCHEDULES WEEKLY MAINTENANCE AND REPAIR PROJECTS, ASSIGNS CREWS, COORDINATES EQUIPMENT AND DETERMINES NEEDED MATERIALS. OVERSEES THE PROGRESS AND CHECKS THE QUALITY OF WORK PERFORMED BY CREWS. COMPLETES RECORDS OF TIME, EQUIPMENT, AND MATERIALS. CHECKS COMPLAINTS AND INSPECTS HIGHWAYS TO DETERMINE NEEDED REPAIR WORK. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL THEREFORE REQUIRES A VALID DRIVER'S LICENSE.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, ONE YEAR MUST HAVE BEEN IN A SUPERVISORY CAPACITY.  
PROMOTIONAL ONLY: SEVEN YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION, TWO YEARS OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY, MAY BE SUBSTITUTED FOR THE ABOVE TRAINING AND EXPERIENCE.  
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA MOTOR VEHICLE OPERATOR'S LICENSE OR A COMMERCIAL DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

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DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
J. LEE THORNE  
WVDOH - DISTRICT FIVE  
US 50 - PO BOX 99  
BURLINGTON, WV 26710

PLEASE INCLUDE POSTING NUMBER DT1600534 ON APPLICATION

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 7  
UPSHUR COUNTY HEADQUARTERS  
UPSHUR

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. OPERATES A VARIETY OF MEDIUM SIZED EQUIPMENT USED IN THE REPAIR OF HIGHWAYS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. A VALID COMMERCIAL DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY

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MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/  
COMPLETION OF AN APPROVED TRAINING COURSE IN  
SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING  
COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST  
VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE  
REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR  
VEHICLE OPERATOR'S LICENSE; (2) A VALID  
CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS  
REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT  
OPERATION, AND MAY BE REQUIRED IN BRIDGE  
MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY  
MAINTENANCE AND BRIDGE MAINTENANCE, AT THE  
DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME  
POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION  
IN THE ASSIGNED AREAS AFTER APPOINTMENT;  
(4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION  
FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION  
AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN  
AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
RON HOOTON  
WVDOH - DISTRICT SEVEN  
PO BOX 1228/255 DEPOT STREET  
WESTON, WV 26452

PLEASE INCLUDE POSTING NUMBER DT1700701 ON APPLICATION



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DT1700702

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TRANSPORTATION ENGINEERING TECHNOLOGIST  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 7  
DISTRICT 7 CONSTRUCTION  
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRETENO - SERVES IN A MANAGERIAL CAPACITY  
REQUIRING EXPERT LEVEL KNOWLEDGE IN THE FUNCTION  
OF DISTRICT RESURFACING SUPERVISOR. ASSIGNS  
PERSONNEL AND EVALUATES THE WORK OF SUBORDINATE  
EMPLOYEES. MANAGES THE D-7 RESURFACING SECTION.  
REPORTS DIRECTLY TO THE D-7 CONSTRUCTION ENGINEER.  
MUST POSSESS A VALID TRETENO CERTIFICATION (LEVEL  
5) FROM BRIDGEVALLEY COMMUNITY AND TECHNICAL  
COLLEGE. PERFORMS OTHER RELATED WORK AS REQUIRED.  
SOME TRAVEL IS REQUIRED WITH THIS POSITION,  
THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: CERTIFICATION AS AN ENGINEERING TECHNOLOGIST  
BY THE WEST VIRGINIA TRANSPORTATION  
ENGINEERING TECHNICIAN CERTIFICATION BOARD AT  
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE.  
SPECIAL REQUIREMENT: POSSESSION OF A VALID  
DRIVER'S LICENSE.  
NOTE: EMPLOYEES FUNCTIONING AS A LICENSED LAND  
SURVEYOR MUST HAVE A CURRENT STATE LICENSE FROM  
THE STATE BOARD OF EXAMINERS FOR LAND SURVEYORS.

SALARY: PAY GRADE 019 \$39,372.00 - \$72,840.00

DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
RON HOOTON  
WVDOH - DISTRICT SEVEN  
PO BOX 1228/255 DEPOT STREET  
WESTON, WV 26452

PLEASE INCLUDE POSTING NUMBER DT1700702 ON APPLICATION

DATE: AUGUST 08, 2016

DT1700703

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TRANSPORTATION ENGINEERING TECHNICIAN-SENIOR  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 7  
DISTRICT 7 CONSTRUCTION  
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRET SR - UNDER THE DIRECTION OF THE CONSTRUCTION ENGINEER, THIS POSITION CAN BE UTILIZED AS THE ASSISTANT FOR THE UTILITY SECTION. DUTIES WILL REQUIRE EXPERT TECHNICAL KNOWLEDGE IN COORDINATING FUNCTIONS OF CONSTRUCTION AND UTILITY PROJECTS. WORK COULD BE OUTDOORS IN ADVERSE WEATHER CONDITIONS AND ON ROUGH TERRAIN. PERFORMS RELATED DUTIES AS REQUIRED. MUST POSSESS LEVEL 4 CERTIFICATION AS A TRANSPORTATION ENGINEERING TECHNICIAN - SENIOR BY BRIDGE VALLEY COMMUNITY AND TECHNICAL COLLEGE. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: CERTIFICATION AS A TRANSPORTATION ENGINEERING TECHNICIAN - SENIOR BY THE WEST VIRGINIA TRANSPORTATION ENGINEERING TECHNICIAN CERTIFICATION BOARD AT BRIDGE VALLEY COMMUNITY AND TECHNICAL COLLEGE.  
SPECIAL REQUIREMENT: POSSESSION OF A VALID DRIVER'S LICENSE IS ALSO REQUIRED.  
SUBSTITUTION (NEW HIRES ONLY): AN ASSOCIATE DEGREE IN CIVIL ENGINEERING TECHNOLOGY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY, PLUS TEN YEARS OF PAID EXPERIENCE IN A TECHNICAL CAPACITY IN A CIVIL ENGINEERING ENVIRONMENT MAY BE SUBSTITUTED FOR THE CERTIFICATION.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: AUGUST 17, 2016

DATE: AUGUST 08, 2016  
DT1700703  
PAGE: 2

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
RON HOOTON  
WVDOH - DISTRICT SEVEN  
PO BOX 1228/255 DEPOT STREET  
WESTON, WV 26452

PLEASE INCLUDE POSTING NUMBER DT1700703 ON APPLICATION

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HIGHWAY ADMINISTRATOR I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 7  
DISTRICT 7 MAINTENANCE  
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM1 - UNDER GENERAL DIRECTION, IS INVOLVED IN MANY OF THE MAINTENANCE FUNCTIONS SUCH AS, BUT NOT LIMITED TO, MAINTAINING THE EQUIPMENT POOL, STAFFING THE DISTRICT RADIO/SWITCHBOARD DURING EMERGENCIES, AND EVALUATING AND ESTIMATING ROAD DAMAGE FOLLOWING NATURAL DISASTERS. ASSISTS IN PROVIDING SUPPORT FOR THE DESIGN STAFF AND GIS STAFF AS NEEDED. OVERSEES CITIZEN INVOLVEMENT PROGRAMS SUCH AS ADOPT-A-HIGHWAY AND THE WILDFLOWER PROGRAM. WORKS WITH THE MANAGEMENT OF THE REGIONAL JAIL AND SHARPE HOSPITAL TO COORDINATE THE DAILY WORKINGS OF INMATES AND PROVIDES NECESSARY TOOLS, TRANSPORTATION AND SUPPLIES TO ENSURE SUCCESS. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN ENGINEERING, BUSINESS OR PUBLIC ADMINISTRATION, OR RELATED FIELD.  
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR FOR YEAR BASIS.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL OR MANAGERIAL EXPERIENCE IN BUSINESS ADMINISTRATION, PUBLIC ADMINISTRATION, TRANSPORTATION, CONSTRUCTION, MANUFACTURING, MINING OR THE ARMED SERVICES.  
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE IS REQUIRED.

SALARY: PAY GRADE 016 \$33,036.00 - \$61,128.00

DEADLINE: AUGUST 17, 2016

DATE: AUGUST 08, 2016  
DT1700704  
PAGE: 2

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
RON HOOTON  
WVDOH - DISTRICT SEVEN  
PO BOX 1228/255 DEPOT STREET  
WESTON, WV 26452

PLEASE INCLUDE POSTING NUMBER DT1700704 ON APPLICATION

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DT1600738

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TRANSPORTATION ENGINEERING TECHNICIAN-SENIOR  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 7  
DISTRICT 7 CONSTRUCTION  
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRET SR - UNDER THE DIRECTION OF THE CONSTRUCTION ENGINEER, THIS POSITION CAN BE UTILIZED AS A CONSTRUCTION SUPERVISOR, PROJECT SUPERVISOR IN MATERIALS SECTION OR THE UTILITY SECTION. DUTIES WILL REQUIRE EXPERT TECHNICAL KNOWLEDGE IN COORDINATING FUNCTIONS OF A PROJECT. WORK COULD BE OUTDOORS IN ADVERSE WEATHER CONDITIONS AND ON ROUGH TERRAIN. PERFORMS RELATED DUTIES AS REQUIRED. MUST POSSESS LEVEL 4 CERTIFICATION AS A TRANSPORTATION ENGINEERING TECHNICIAN - SENIOR BY BRIDGE VALLEY COMMUNITY AND TECHNICAL COLLEGE. TRAVEL IS REQUIRED OR MAY REQUIRE TRAVEL AND THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: CERTIFICATION AS A TRANSPORTATION ENGINEERING TECHNICIAN - SENIOR BY THE WEST VIRGINIA TRANSPORTATION ENGINEERING TECHNICIAN CERTIFICATION BOARD AT BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE.  
SPECIAL REQUIREMENT: POSSESSION OF A VALID DRIVER'S LICENSE IS ALSO REQUIRED.  
SUBSTITUTION (NEW HIRES ONLY): AN ASSOCIATE DEGREE IN CIVIL ENGINEERING TECHNOLOGY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY, PLUS TEN YEARS OF PAID EXPERIENCE IN A TECHNICAL CAPACITY IN A CIVIL ENGINEERING ENVIRONMENT MAY BE SUBSTITUTED FOR THE CERTIFICATION.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: AUGUST 17, 2016

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
RON HOOTON  
WVDOH - DISTRICT SEVEN  
PO BOX 1228/255 DEPOT STREET  
WESTON, WV 26452

PLEASE INCLUDE POSTING NUMBER DT1600738 ON APPLICATION

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DT1601038

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 10  
WYOMING COUNTY HEADQUARTERS  
WYOMING

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS AND RELATED BUILDING AND STRUCTURES. OPERATE A VARIETY OF MEDIUM SIZED EQUIPMENT USED IN THE MAINTENANCE AND REPAIR OF STATE HIGHWAYS. EQUIPMENT MAY INCLUDE FLATBED TRUCK, DUMP TRUCK, SRIC EQUIPMENT AND ROLLERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, ETC. CLASS B CDL IS REQUIRED. CLASS A MAY BE GIVEN PREFERENCE. PERFORMS OTHER DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS



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EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: AUGUST 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
TOM CAMDEN  
WVDOH - DISTRICT TEN  
270 HARDWOOD LANE  
PRINCETON, WV 24740

PLEASE INCLUDE POSTING NUMBER DT1601038 ON APPLICATION